

United States District Court  
Northern District of Mississippi  
United States Probation and Pretrial Services Office

Announcement No.: 07-001  
Position : Chief U.S. Probation and Pretrial Services Officer  
Location : Oxford, Mississippi  
Salary Range : JSP 14/15/16 (\$89,115 - \$153,416)  
(Depending on qualifications and experience)  
Closing Date : July 2, 2007 at 5:00 p.m. CDT

Position Overview :

This position is located in the U.S. Probation and Pretrial Services Office for the Northern District of Mississippi. The Chief Probation and Pretrial Services Officer is a high level manager who operates under the direction of the Chief Judge and the Court. The Chief U.S. Probation and Pretrial Services Officer manages the statutory duties of the position and oversees the administrative functions of the U.S. Probation and Pretrial Services Office.

Representative  
Duties :

The Chief Probation and Pretrial Services Officer performs duties and responsibilities which include, but are not limited to, the following:

1. Develops an organizational structure for the office to ensure expeditious and effective handling of investigations, reports, and the supervision of probationers, pretrial releasees, pretrial diverttees, supervised releasees, and parolees for the courts, parole authorities, and institutions, and to ensure the proper handling of administrative matters.
2. Promotes and maintains conditions which encourage staff loyalty, enthusiasm, and morale; ensures organizational and individual compliance with Equal Employment Opportunity philosophies and practices, and with the established ethical code of conduct.
3. Ensures that communication and the flow of information within the agency are maintained in a consistent and open manner; confers regularly with immediate staff, conducts periodic management meetings, and conducts periodic general staff meetings or provides for timely and accurate informational bulletins to staff members as appropriate.
4. Reviews, analyzes, and interprets administrative and statutory requirements and provides executive direction for the formulation of policies and procedures necessary to meet those requirements.
5. Develops and maintains a viable plan for continuity of operations in the event of a natural

or manmade disaster affecting the operations of the office.

6. Occasionally, may perform the duties of a deputy chief, supervisory, or line probation or pretrial services officer.
7. Selects and recommends candidates for appointment as probation officers to the court, and appoints all non-officer personnel; provides specific recommendations to the court in all other personnel matters, including promotions, salary increases, disciplinary actions, and dismissals; determines that all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.
8. Provides direction regarding the fiscal administration of the agency's facility, operating and compensation budget, and approves the annual development of same.
9. Provides direction regarding procurement practices and may be the unit's Procurement Liaison Officer upon certification.
10. Determines the most appropriate use of the office facility, and plans and implements with GSA any facility alteration.
11. Provides direction regarding the solicitation and implementation of contractual services for substance abuse, sex offender, and mental health treatment services.
12. Provides for the systematic evaluation and audit of administrative and technical operations to ensure the quality of services meets Court and agency standards.
13. Maintains cooperative relationships with the Administrative Office, judicial officers, district court, bankruptcy, and magistrate courts, and with all components of the criminal justice system, including other U.S. Probation and Pretrial Services Offices; military, federal, state, and local law enforcement; and correctional and social service agencies.
14. Prepares annual reports on probation and pretrial services, and prepares other reports as requested for the Court and the Administrative Office.
15. Performs other related duties as required by the Court.

#### Qualifications:

Candidates must have a bachelor's degree from an accredited college or university. To qualify for the JSP Grade 14, six years of specialized experience is required; to qualify for the JSP Grade 15, seven years of specialized experience is required; to qualify for the JSP Grade 16, eight years of specialized experience is required. One year of specialized experience must be at the next lower grade level or its equivalent. Specialized experience is defined as progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community corrections or pretrial services. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment

specialist, and correctional researcher may constitute a portion of the specialized experience. Specialized experience must have been gained after the bachelor's degree is earned. Experience as a police officer, FBI agent, customs agent, marshal or similar positions does not meet the requirements of specialized experience. Completion of a master's degree or two years of graduate study at an accredited university in one of the social sciences or a Juris Doctor degree may be substituted for two years of specialized experience. No more than two years of academic achievement may be substituted for specialized experience.

#### Substitutions:

Three years of substantial management experience may be substituted for the requirement that one of the required years of specialized experience be at or equivalent to the next lower grade level.

If the person does not have three years of substantial management experience, then one of the years of specialized experience must have been at or equivalent to the next lower grade level.

#### Crediting of Substantial Management Experience:

As mentioned above, completion of three years in a position of substantial management experience may be substituted for the requirement that one of the required years of specialized experience must have been at or equivalent to the next lower grade level.

Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural, and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning. Possible titles indicative of this experience outside the judiciary would include president or vice president in charge of several departments or offices, director or assistant director in charge of several departments or offices, head manager or owner-operator of a small to medium company. Possible titles within the judiciary would include deputy chief probation officer, deputy chief pretrial services officer, assistant deputy chief probation officer or assistant deputy chief pretrial services officer.

#### Benefits:

Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. However, judicial employees are entitled to benefits similar to those of other federal government employees including:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits
- Thrift Savings Plan (TSP) (similar to a 401K plan with employer matching contributions)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Dental and Vision benefits under the Federal Employees Dental and Vision Program

- (FEDVIP)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Flexible Benefits Program
- Federal Employees' Group Long Term Disability Program (FEG LTD)
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)

Conditions  
of Employment:

In order to meet the hazardous duty requirements for the Federal Enforcement Officers, the individual must have been appointed to a qualifying federal law enforcement position prior to their 37<sup>th</sup> birthday. The finalist for this position is also subject to a full background investigation, physical examination, and drug screening. The incumbent will also be subject to updated background investigations every five years and ongoing random drug screening, and may be subject to subsequent fitness-for-duty evaluations. Applicants must be U.S. citizens or eligible to work in the United States and must also meet age and physical standards established under the Federal Employees Retirement System and its provisions for law enforcement personnel. Employees are required to use the Electronic Fund Transfer (EFT) for payroll direct deposit.

How to Apply:

Interested applicants must submit an original and six copies of a cover letter, a resume, and the AO-78 application by 5:00 p.m. CDT on July 2, 2007, to:

U.S. District Court Clerk  
911 Jackson Avenue East  
Suite 369  
Oxford, MS 38655

Application packages should be marked **"Confidential"**.

Only candidates selected for an interview will be notified. Travel and relocation expenses will not be reimbursed.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**